

MANDATORY DIRECT DEPOSIT/EFT ENROLLMENT

It will become mandatory effective January 1, 1999 that all payments made by government entities to vendors be made electronically. Thus, beginning Fall 1998, the Truman Foundation will begin requiring all scholars requesting scholarship disbursements to receive them via direct deposit/EFT enrollment. This means **all scholars** collecting Truman funds **MUST** enroll in the program and have their scholarship disbursements deposited directly into a bank account. This will expedite payment from fifteen working days to approximately 6 working days. It will also eliminate confusion about mailing addresses.

All scholars will need to fill out completely the DIRECT DEPOSIT ENROLLMENT & CHANGE FORM below. You **MUST ATTACH** a **VOIDED BLANK CHECK OR DEPOSIT SLIP** from the account you will use. Your **social security number** and your **bank's phone number** are also **REQUIRED**. Once you have completed parts 1,2,3 & 5, please have your bank fill out part 4. Once the form is completely filled out and you have reviewed it for accuracy and attached either a blank voided check or deposit slip, sign and date part 6. Please return to: Harry S. Truman Scholarship Foundation, c/o Judy Reed, 712 Jackson Place, NW, Washington, DC 20006.

General Services Administration (GSA) serves as the Truman Foundation's accountant. They have implemented a system that will allow you to request email notification when your EFT payment is sent. If you wish, you may enroll by completing and submitting the "Request for GSA Finance Internet Services" form <<http://www.finance.gsa.gov/>> under the Quick Reference category "Get a Password for Payment Searches".

SOME THINGS TO KEEP IN MIND

1. Part 4 must be completed carefully. Accurate information in this section is crucial. If you are not **POSITIVE** of have the words "payable through" on your checks, please contact your bank for this information.
2. You must include a voided blank check or deposit slip from your bank account.
3. If at any time you change financial institutions, you will need to complete a new enrollment form and attach another voided blank check or deposit slip.
4. The GSA Finance server is very busy. If you attempt to enroll in the notification program and are initially unsuccessful, please attempt to enroll at another time. You will eventually get through.

Questions? Contact us at **staff@truman.gov**

DIRECT DEPOSIT/EFT ENROLLMENT & CHANGE FORM

1. GENERAL INFORMATION (complete for all actions)

SSN: _____

Name: _____

Address: _____

City, State ZIP _____

Work: () _____

Home: () _____

Email: _____

2. EFT PAYMENT TYPE (Check One)

☐ Payment ☐ Other
(from PRF)

ADMINISTRATION USE ONLY

Fellow/Vendor No: _____

3. EFT ACTION (Choose one action & complete appropriate box.)

3a. Start ☐

3b. Cancel ☐

3c. Change Current Account ☐

Effective Date: ____/____/____

Effective Date: ____/____/____

Effective Date: ____/____/____

(Please furnish new account information
in section 4)

4. DIRECT DEPOSIT/EFT ACCOUNT INFORMATION

Please ***attach a voided check or deposit slip*** to help us verify account information. NOTE: If your check or deposit slip includes "Payable Through" under the bank name, contact your bank for help in completing this form.

FINANCIAL INSTITUTION: _____

ADDRESS: _____

_____ PHONE: () _____

ROUTING TRANSIT NUMBER: _____

ACCOUNT NUMBER: _____

NAME(S) ON ACCOUNT: _____

5. ACCOUNT TYPE: CHECKING ☐ SAVINGS ☐

6. AUTHORIZATION (Must Complete)

Privacy Act Statement: The collection of the information you are requested to provide on this form is authorized under 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process data from GSA to the financial institution and/or its agent.

X _____
(Signature)

X _____
(Date)